

Georgia Public Telecommunications Commission
Vacancies Filled - Combined Report
December 1, 2006 to December 1, 2007

Job Title	Date Posted	Posting Method	No. of App	No. of Interviews	Recruitment Source for Each Interviewee	No. Hired	Recruitment Source for Hired Applicant(s)	Recruitment Resources
Radio News Bureau Chief Columbus C-31-06	10/20/2006	INTERNAL & EXTERNAL	6	3	The Ledger Inquirer GPB Website	1	GPB Website	GPB Website GPB Jobline GPB Email Ledger Inquirer Macon Telegraph Latin American Association
Radio News Bureau Chief Rome C-32-06	10/23/2006	INTERNAL & EXTERNAL	5	3	GPB Website	1	GPB Website	GPB Website GPB Jobline GPB Email Ledger Inquirer Macon Telegraph Latin American Association
Program Services Coordinator C-33-06	10/23/2006	INTERNAL & EXTERNAL	13	2	Current News TV Jobs	1	GPB Email	GPB Website GPB Jobline GPB Email Current News TV Jobs Monster Jobs
Education Project Manager C-34-06	10/27/2006	INTERNAL & EXTERNAL	24	4	RESA Job at Chronicle.com	1	GPB Website	GPB Website GPB Jobline GPB Email RESA Job at Chronicle.com Current News
Radio Operations Manager C-35-06	10/27/2006	INTERNAL & EXTERNAL	4	1	GPB Email	1	GPB Email	GPB Website GPB Jobline GPB Email PRINDI PBS Connect
Network Control Operator C-36-06	11/1/2006	INTERNAL & EXTERNAL	17	3	GPB Website GPB Jobline	1	GPB Website	GPB Website GPB Jobline GPB Email TV Technology Current Magazine

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Family Literacy Coordinator C-1-07	1/5/2007	INTERNAL & EXTERNAL	25	2	GPB Website	1	GPB Website	Pipeline listserve GA DOE Media Specialist listserve
								Bright From the Start GPB Website GPB Jobline GPB Email
Volunteer Services Coordinator C-3-07	1/16/2007	INTERNAL & EXTERNAL	247	8	Idealist.org Opportunitynocs.org	1	Opportunitynocs.org	Idealist.org Opportunitynocs.org PBS Connect GPB Foundationcenter.org GPB Email GPB Website GPB Jobline
Human Resources Manager C-4-07	2/21/2007	INTERNAL & EXTERNAL	61	15	The Jobsite AJC.com GPB Website	1	The Jobsite	The Jobsite AJC.com GPB Website GPB Jobline GPB Email
Senior Network Engineer C-5-07	3/8/2007	INTERNAL & EXTERNAL	67	10	Computer Jobs.com Careerbuilder	1	Careerbuilder	Computer Jobs.com Careerbuilder GPB Website GPB Job Line GPB Email
Account Executive Atlanta C-6-07	3/14/2007	INTERNAL & EXTERNAL	40	5	GPB Website	1	GPB Website	Opportunity Nocs GPB Website GPB Jobline GPB Email
Web Content Editor C-7-07	3/20/2007	INTERNAL & EXTERNAL	18	4	GPB Email	1	GPB Email	AJC.com Monstertrak GPB Website GPB Jobline GPB Email
Member & Audience Services Associate C-8-07	3/26/2007	INTERNAL & EXTERNAL	57	8	MonsterTrak GPB Website	1	MonsterTrak	AJC.com Monstertrak GPB Website GPB Jobline GPB Email

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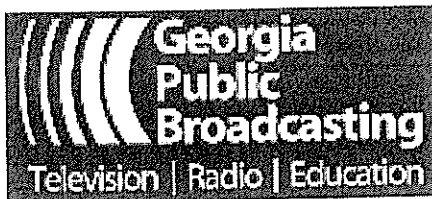
Radio Production Coordinator ROME C-9-07	4/5/2007	INTERNAL & EXTERNAL	23	4	GPB Website Opportunity Nocs	1	GPB Email	Opportunity Nocs GPB Website GPB Jobline GPB Email
Accounting Technician C-10-07	4/25/2007	INTERNAL	1	1	GPB Email	1	GPB Email	GPB Email
Radio Production Coordinator Atlanta C-12-07	5/25/2007	INTERNAL & EXTERNAL	30	5	Augusta Focus GPB Email GPB Website	1	GPB Email	Current CPB PBS Connect GPB Email GPB Website GPB Jobline Augusta Focus
Help Desk Specialist C-14-07	6/22/2007	INTERNAL & EXTERNAL	20	4	GPB Website, GPB Email	1	GPB Email	GPB Email GPB Website GPB Job Line Careerbuilder
Human Resources Manager C-15-07	7/2/2007	INTERNAL & EXTERNAL	27	2	GPB Website	1	GPB Website	GPB Email GPB Website GPB Job Line SHRM Atlanta Council for State Personnel Administration Recruitment Advisory Council
Radio News Bureau Chief Augusta C-16-07	7/3/2007	INTERNAL & EXTERNAL	6	3	GPB Website Current GA DOL	1	Current	GPB Email GPB Website GPB Job Line CPB NPR Current Metro Spirit Augusta Chronicle GA DOL Atlanta Daily World Columbia County News Tribune Macon Telegraph Savannah News PRINIDI TV Jobs.com

**Georgia Public Telecommunications Commission
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Bureau Chief Demorest C-19-07	8/2/2007	INTERNAL & EXTERNAL	15	2	GPB Website GPB Email	1	GPB Email	GPB Email GPB Website GPB Job Line Rome News Classified Dalton Citizen PRINDI
Radio Program Manager C-20-07	8/9/2007	INTERNAL & EXTERNAL	62	3	GPB Website GPB Email	1	GPB Email	GPB Email GPB Website GPB Job Line CPB NPR Current Metro Spirit Augusta Chronicle GA DOL Atlanta Daily World Columbia County News Tribune Macon Telegraph Savannah News PRINIDI TV Jobs.com

Created 11-26-07 by V. Daniels



Job Announcement

Radio News Bureau Chief Columbus, Georgia

Please note: This is NOT an entry level position.

Candidate Qualifications:

- At least five years of journalism experience in public radio and a minimum Bachelor's degree in mass communication, journalism, broadcasting, or a related field. Master's degree strongly preferred.
- Self-starter able to work productively without direct supervision;
- Ability to form strong links with relevant decision makers;
- Excellent oral and written skills;
- Professional on-air delivery;
- Ability to operate within a fast-moving environment, which includes team members who are geographically separated from each other;
- Ability to maintain high journalistic standards under deadline pressure, including standards of balance and fairness;
- Ability to generate story ideas and develop story projects;
- Substantial experience preparing long-form feature reports;
- Excellent organizational skills and attention to detail;
- Digital audio production ability;

Job Responsibilities Include:

- Serves as the GPB representative to the communities within the assigned area;
- Cultivates and maintains contacts with community leaders and groups; arts and cultural organizations; the business community; local media;
- Coordinates all activities related to gathering and editing news within an assigned geographic area and filing news spots as needed to the main network newsroom in Atlanta;
- Participates in and monitors trends with community affairs and, in consultation with the network News Director, develops news product centered on community affairs and events within the community;
- Conducts research, writes and produces stories, and creates long-form, sound-rich features designed for insertion into network programming;
- Serves as the primary source of news vetting from the assigned area and coordinates with other news staff to aid in developing continuity in news reporting;
- Works with the general news staff and follows the lead of the News Director to merge related stories for pre-produced and original programming;
- Coordinates with the web development team to provide news content for the GPB web site;
- Is responsible for the editorial quality and integrity of locally produced news programming, ensuring the stories fall within the parameters of established editorial standards;
- Adheres to the highest journalistic ethics.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts
- Disability insurance
- Opportunities for training and professional development

To Apply:

- Send Resume, letter of interest, three letters of reference including one from current or immediate past supervisor and two from current colleagues. Submit application materials by: Open Until Filled.

Salary Dependent Upon Experience

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: October 20, 2006

RECRUITMENT NUMBER: C-31-06

RECRUITMENT TIME TABLE

JOB #

C 31-06

JOB NAME:

Columbus, GA Radio News Bu

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

10/20/06

Job Line

GPB Web Site

10/20/06

Columbus Ledger will run 10/29/06 in their Regional Recruitment Special Section

Macon Telegraph

Latin American Association Fair

Close Date

OUF

Offer Request

Hire Date

From: NaKiesha Payton
To: All GPB
Date: 10/20/2006 5:05 PM
Subject: Job Announcements
Attachments: Columbus Radio News Bureau Chief 10-06 C-31-06.DOC; Newscaster Reporter C-3 0-06.doc

Please distribute the attached job announcements to interested applicants.

These positions are Open Until Filled.

Thank You!

Nakiesha M. Payton
Human Resources Generalist
Georgia Public Broadcasting
260 14th Street N.W.
Atlanta, GA 30318
phone:404-685-2634
fax:404-685-2403

Georgia Public Broadcasting
Human Resources Division
Request to Fill a Vacancy

C14-d

C31-06

Internal Recruitment Only Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input checked="" type="checkbox"/> Replacement <input type="checkbox"/>	Date:	Staff <input type="checkbox"/> Contract <input type="checkbox"/>
Position #	Proposed Hire Date:	Recruitment Period From:	To:
Position Title: <u>Radio News Bureau Chief "Macon & Columbus"</u>	Job Code:		
Division: <u>Radio</u>	Hiring Supervisor: <u>St. John Flynn</u>		
Salary Range:	Proposed Hiring Salary: <u>\$42,500</u>		
Job Duties/Responsibilities			

Attach Job Announcement

Minimum Qualifications & Competencies

Attach Desired Qualifications

Approval/Disapproval Signatures:

Position Requested by: [Signature] Date: 5/16/06
Division Director: [Signature] Date: _____
Approved ☐ Disapproved ☐
Director of Human Resources: [Signature] Date: 05/15/06
Approved ☒ Disapproved ☐
Finance/Budget Officer: [Signature] Date: 5/16/06
Approved ☒ Disapproved ☐
Executive Director: [Signature] Date: 5/17/06
Approved ☒ Disapproved ☐

Comments:

Announcement was separated from the original announcement (C-14-06) for a Bureau Chief for Macon & Columbus. This announcement stands alone for Columbus.

Will Run in
Columbus & Macon both markets on the
29th of October 2 for 1

Posted in the Columbus

From: "Gloria Thomas" <gloriat@ledger-enquirer.com>
To: NaKiesha Payton <npayton@gpb.org>
Date: 10/20/2006 5:02 PM
Subject: Re: C-31-06 Radio News Bureau Chief Columbus, GA
Attachments: gloriat.vcf

Hi NaKiesha,
Ad is scheduled for 10/29/06 in our Regional Recruitment Special Section.
Total cost \$871.80.
Please email me back your approval.
Have a great weekend!
Gloria

> NaKiesha Payton wrote:

>

> Hi Gloria, please post the attached job announcement in the Oct. 29,
> 2006 regional Recruitment edition. Please send me an invoice.

>

> Many Thanks Gloria!

>

>

>

>

> Nakiesha M. Payton
> Human Resources Generalist
> Georgia Public Broadcasting
> 260 14th Street N.W.
> Atlanta, GA 30318
> phone:404-685-2634
> fax:404-685-2403

>

>

>

> Columbus Radio News Bureau Chief 10-06Job Ad C-31-06.DOC
> Name: Columbus Radio News
> Bureau Chief 10-06Job
> Type: application/msword
> (application/msword)
> Encoding: base64

From: "Maria Paula Prieto" <mprieto@latinamericanassoc.org>
To: "Maria Paula Prieto" <mprieto@latinamericanassoc.org>
Date: 3/7/2007 5:31 PM
Subject:

On behalf of the Latin American Association, we would like to express our most sincere appreciation for your participation in our Spring Entry Level Job Fair.

Thanks to you the event was a great success. We had the participation of 45 companies and over 1,100 job seekers. The feedback we have received from companies and job seekers so far has been very positive.

With the generous support of companies like yours, the Latin American Association will be able to continue to help Latino families and individuals meet essential needs and work toward a brighter future through our broad range of programs and services, including: family services, youth programs, immigration assistance, education, employment services, elderly assistance, and housing.

We strongly encourage you to let us know of any interviews or hires by your company that resulted from the job fair. We will be following up with you in a couple of weeks for this information. In the meantime, if you would like to inform us about placements, please give us a call at (404) 638-1802.

As always, we invite you to regularly visit our website to learn about our upcoming programs and special events (www.latinamericanassoc.org <<http://www.latinamericanassoc.org>>). Our Career Expo will take place on May 19th. If you would like more information about any of our initiatives or events, please do not hesitate to contact me at (404) 638-1802. .

Once again, we thank you and hope this event was a beneficial recruiting tool for you. If I can be of any assistance, please don't hesitate to call me.

Sincerely,

Maria Paula

Maria Paula Prieto
Employment, Housing and Education Departments Relations Coordinator
Latin American Association <<http://www.latinamericanassoc.org>>
2750 Buford Highway
Atlanta, GA 30324
Email: mprieto@latinamericanassoc.org
Phone: (404) 638-1802
Fax : (404) 389-0473

* Took job
C-31-06
C-32-06

From: "Latin American Association" <pchiodi@latinamericanassoc.org>
To: "Veronica Daniels" <vdaniels@gpb.org>
Date: 1/23/2007 3:22 PM
Subject: Invitation to the Spring Entry-Level Job Fair

Dear Veronica,

We invite you to participate in our Spring Entry Level Job Fair on Saturday March 3, 2007. This event will allow you to meet hundreds of Latino jobseekers, giving you a unique opportunity to successfully meet your recruitment needs. Do not miss this one-of-a-kind opportunity! We look forward to seeing you here!

Please click the link below, view the invitation, and respond by clicking either the Yes or No button at the bottom of the invitation. I look forward to your response.

<http://guest.cvent.com/i.aspx?1Q,P1,45460652-E24D-4C16-86C2-4CE0222C50A3>

Sincerely,
Maria Paula Prieto

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:

<http://guest.cvent.com/i.aspx?1Q,P1,45460652-E24D-4C16-86C2-4CE0222C50A3>

If you do not wish to receive future emails from Maria Paula Prieto please click the link below.

<http://guest.cvent.com/i.aspx?8D,P1,45460652-E24D-4C16-86C2-4CE0222C50A3>

Powered by Cvent

* Took job C-31-06
C-32-06

From: Veronica Pemberton-Daniels
To: Barclay, Tom
CC: Flynn, StJohn; Hall, Nancy; Jones, Mel; Payton, NaKeisha; Wallace-Hi...
Date: 11/7/2006 9:10 AM
Subject: Re: Job Openings
Attachments: C-32-06 Rome Radio News Bureau Chief 10-06.DOC

Hi Tom:

Last week Nancy shared with us the Job Posting Info. for the Rome Chamber of Commerce. She also passed along the pass code information to post all the Rome jobs. As a result, we posted the following jobs listed below:

Account Executive (Rome)
Radio News Bureau Chief (Rome)
Radio Internship (Rome)
And Also,
Radio News Bureau Chief (Columbus)

I sure do hope this helps. Attached for your records is the Rome Bureau Chief job that was posted.

Let me know if you need anything else.

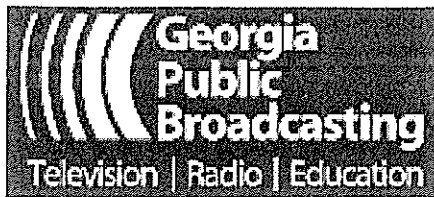
Thanks
-Veronica

>>> Tom Barclay 11/6/2006 4:56 PM >>>

Veronica:

Nancy Hall wanted me to post the 2 Rome job openings on the Rome Chamber of Commerce website. I have the Account Executive announcement, but I've apparently discarded the one to replace me as Bureau Chief. Could you send me another copy? Thanks!

Tom Barclay
GPB Radio Operations Manager
& Rome Bureau Chief
Phone - 404-685-2739
Cell - 706-346-2716



Job Announcement

Radio News Bureau Chief

Rome, Georgia"

Please note: This is NOT an entry level position.

Candidate Qualifications:

- At least five years of journalism experience in public radio and a minimum Bachelor's degree in mass communication, journalism, broadcasting, or a related field. Master's degree strongly preferred.
- Self-starter able to work productively without direct supervision;
- Ability to form strong links with relevant decision makers;
- Excellent oral and written skills;
- Professional on-air delivery;
- Ability to operate within a fast-moving environment, which includes team members who are geographically separated from each other;
- Ability to maintain high journalistic standards under deadline pressure, including standards of balance and fairness;
- Ability to generate story ideas and develop story projects;
- Substantial experience preparing long-form feature reports;
- Excellent organizational skills and attention to detail;
- Digital audio production ability;

Job Responsibilities Include:

- Serves as the GPB representative to the communities within the assigned area;
- Cultivates and maintains contacts with community leaders and groups; arts and cultural organizations; the business community; local media;
- Coordinates all activities related to gathering and editing news within an assigned geographic area and filing news spots as needed to the main network newsroom in Atlanta;
- Participates in and monitors trends with community affairs and, in consultation with the network News Director, develops news product centered on community affairs and events within the community;
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We Offer:

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To Apply:

- Send Resume, letter of interest, three letters of reference including one from current or immediate past supervisor and two from current colleagues. Submit application materials by: Open Until Filled.

Salary Dependent Upon Experience

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
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DATED POSTED: October 23, 2006

RECRUITMENT NUMBER: C-32-06

RECRUITMENT TIME TABLE

JOB #

C-32-06

JOB NAME:

Radio News Bureau Chief
Rome, Georgia

Source/Activity

Phone

Fax

Response

Target

Completion/ Date

Internal Email

10/23/06

Job Line

GPB Web Site

10/23/06

Rome Tribune

10/23/06

Columbus Ledger Inquirer

Macon Telegraph

Latin American Association

Close Date

OUF

Offer Request

Hire Date

From: Veronica Pemberton-Daniels
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We strongly encourage you to let us know of any interviews or hires by your company that resulted from the job fair. We will be following up with you in a couple of weeks for this information. In the meantime, if you would like to inform us about placements, please give us a call at (404) 638-1802.

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Sincerely,

Maria Paula

Maria Paula Prieto
Employment, Housing and Education Departments Relations Coordinator
Latin American Association <<http://www.latinamericanassoc.org/>>
2750 Buford Highway
Atlanta, GA 30324
Email: mprieto@latinamericanassoc.org
Phone: (404) 638-1802
Fax : (404) 389-0473

* Took job
C-31-06
C-32-06

From: "Latin American Association" <pchiodi@latinamericanassoc.org>
To: "Veronica Daniels" <vdaniels@gpb.org>
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Powered by Cvent

* Took job C-31-06
C-32-06

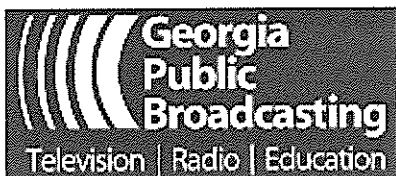
From: NaKiesha Payton
To: All GPB
Date: 10/23/2006 3:49 PM
Subject: Job Announcement
Attachments: Rome Radio News Bureau Chief 10-06 C-32-06.DOC

Please distribute the attached job announcements to interested applicants.

These positions are Open Until Filled.

Thank You!

Nakiesha M. Payton
Human Resources Generalist
Georgia Public Broadcasting
260 14th Street N.W.
Atlanta, GA 30318
phone:404-685-2634
fax:404-685-2403



Job Announcement

Radio News Bureau Chief Rome, Georgia"

Please note: This is NOT an entry level position.

Candidate Qualifications:

- At least five years of journalism experience in public radio and a minimum Bachelor's degree in mass communication, journalism, broadcasting, or a related field. Master's degree strongly preferred.
- Self-starter able to work productively without direct supervision;
- Ability to form strong links with relevant decision makers;
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- Professional on-air delivery;
- Ability to operate within a fast-moving environment, which includes team members who are geographically separated from each other;
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DATED POSTED: October 23, 2006

RECRUITMENT NUMBER: C-32-06

Page	:	1 of 1	10/24/2006 09:47:53	Ad Number	:	54929942
Order Number	:	54873290		Ad Key	:	
PO Number	:			Salesperson	:	RN8 - Paulette Howell
Customer	:	31158509 GEORGIA PUBLIC BROADCAST		Publication	:	RNT
Contact	:	NaKeshia Payton		Section	:	Classified
Address1	:	260 14TH STREET N.W.		Sub Section	:	Classified
Address2	:			Category	:	0326 Professional, Technical
City St Zip	:	ATLANTA GA 30318		Dates Run	:	10/25/2006-10/31/2006
Phone	:	(404) 685-2663		Days	:	7
Fax	:	(999) 999-9999		Size	:	1 x 4.10, 54 lines
	:			Words	:	184
Printed By	:	RN8		Ad Rate	:	Local Emp
Entered By	:	RN8		Ad Price	:	503.18
	:			Amount Paid	:	503.18
	:			Amount Due	:	0.00
Keywords	:	GEORGIA PUBLIC Broadcasting has an immediate openi				
Notes	:					
Zones	:					

GEORGIA PUBLIC
Broadcasting has an immediate opening for a Radio News Bureau Chief in Rome, GA. Please note: This is NOT an entry level position. At least five years of journalism experience in public radio and a minimum Bachelor's degree in mass communication, journalism, broadcasting, or a related field. Master's degree strongly preferred. Self-starter able to work productively without direct supervision; Ability to form strong links with relevant decision makers; Excellent oral and written skills; Professional on-air delivery; Ability to operate within a fast-moving environment, which includes team members who are geographically separated from each other; Ability to maintain high journalistic standards under deadline pressure, including standards of balance and fairness; Ability to generate story ideas and develop story projects; Substantial experience preparing long-form feature reports; Excellent organizational skills and attention to detail; Digital audio production ability. Excellent Benefits. For full job description, please visit www.gpb.org. Send Resume, letter of interest, three letters of reference including one from current or immediate past supervisor and two from current colleagues to jobs@gpb.org. Submit application materials by: Open Until Filled. EOE. Salary Dependent Upon Experience.
Job# C-32-06

06-10-25P16:33 RCV

Receipt

Merchant Rome News Tribune
305 East Sixth Avenue
Rome, GA 30162
US

(706) 290-5232

Description:	RNT CLASS R8
Submission Date:	24-Oct-2006 09:47:03
Transaction ID:	1232100694
Transaction Status:	Captured/Pending Settlement
Authorization Code:	010837
Card Number:	XXXX4372
Payment Method:	Visa
Amount:	USD 503.18
Invoice:	NP CC 54873290
Customer ID:	31158509

BILLING INFORMATION
NAKESHIA PAYTON
GEORGIA PUBLIC BROADCASTING
260 14TH STREET N.W.
ATLANTA, GA 30318

SHIPPING INFORMATION

0-32-06

Attach Job Announcement

Minimum Qualifications & Competencies

Attach Desired Qualifications

Approval/Disapproval Signatures:

Position Requested by: [Signature] Date: 10/23/08
Division Director: [Signature] Date: _____

Division Director: _____ Date: _____

Approved ☐ Disapproved ☐

Director of Human Resources: [Signature] Date: 10-20-06

Approved ☐ Disapproved ☐

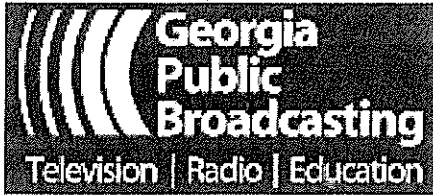
Finance/Budget Officer: B. R. Date: 10/24/06

Approved ☐ Disapproved ☐

Executive Director: _____ Date: _____

Approved ☐ Disapproved ☐

Comments:



Job Announcement

Program Services Coordinator

Candidate Qualifications:

- College degree in Broadcasting, Communications or a related field and 3-4 years of experience in television scheduling, traffic, library maintenance or a related field.
- Strong computer skills with proficiency in MS Word, Excel and ProTrack (or its equivalent) for scheduling and report creation.
- Demonstrated understanding of broadcast traffic operations and tape library functions in a public television environment.
- Excellent attention to detail, strong organization skills, and an ability to work in a team environment as well as being self-directed and motivated.

Job Responsibilities Include:

- Creates, maintains and implements daily record schedules for all GPB broadcast and distribution needs.
- Responsible for ensuring all program are available for playback and will book, dub or otherwise find missing programs.
- Maintains ProTrack database to ensure accurate lengths, cassette and/or server attachments are current.
- Reviews information available from PBS and other program sources to ensure accurate recordings.
- Maintains tape library for GPB broadcast and local programming designated for broadcast.
- Acts as primary liaison with internal staff and other PTV stations for program and dubbing needs.
- Assists with daily broadcast log preparation and fills in when necessary for other traffic functions.
- Performs other duties as assigned.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, visual, life and accidental insurance; Health and child care spending accounts; Disability insurance; and Opportunities for training and professional development.

To Apply:

- Send Resume, letter of interest, and three work related references by November 13, 2006.

Salary Is Commensurate With Experience.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: October 23, 2006

RECRUITMENT NUMBER: C-33-06

RECRUITMENT TIME TABLE

JOB #

C. 33-06

JOB NAME:

Prog. Svc. Coord.

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

10-25-06

Job Line

GPB Web Site

10-25-06

Monster

11-1-06

TV Jobs

10-27-06

DOL

11-1-06

CPB

11-1-06

PBS Express

11-1-06

PBMA

11-1-06

Current

10-27-06

Neta

11/1/06

Close Date 11-13-06

Offer Request

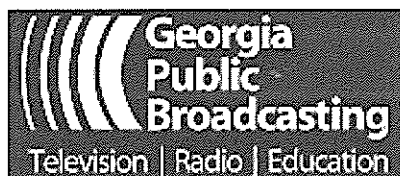
Hire Date

From: Veronica Pemberton-Daniels
To: All GPB
Date: 10/24/2006 4:55 PM
Subject: Job Announcement
Attachments: Program Services Coordinator Job C-33-06.doc

Please distribute the attached job announcement to interested applicants and employees.

The Closing Date for this posting is November 13, 2006.

Thank you.



Job Announcement

Program Services Coordinator

Candidate Qualifications:

- College degree in Broadcasting, Communications or a related field and 3-4 years of experience in television scheduling, traffic, library maintenance or a related field.
- Strong computer skills with proficiency in MS Word, Excel and ProTrack (or its equivalent) for scheduling and report creation.
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260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: October 23, 2006

RECRUITMENT NUMBER: C-33-06

This is good to go! Thank you!! Gillian

>>> Veronica Pemberton-Daniels 10/23/2006 10:36 AM >>>

Hi Gillian:

We are ready to release the "Program Services Coordinator" Job. Please review the attached posting and let me know if it meets your final approval. The Request To Fill Form was completed in September. Please advise.

FYI.

Current's next issue is November 6th. This Job will close on November 13, 2006.

Thanks
Veronica

From: Gillian Gonda
To: Pemberton-Daniels, Veronica
CC: Cline, Marcelle; Jones, Mel; Olive, Bob
Date: 10/24/2006 9:56 AM
Subject: Re: Program Services Coordinator Posting

This is good to go! Thank you!! Gillian

>>> Veronica Pemberton-Daniels 10/23/2006 10:36 AM >>>
Hi Gillian:

We are ready to release the "Program Services Coordinator" Job. Please review the attached posting and let me know if it meets your final approval. The Request To Fill Form was completed in September. Please advise.

FYI.

Current's next issue is November 6th. This Job will close on November 13, 2006.

Thanks
Veronica

From: Veronica Pemberton-Daniels
To: Payton, NaKeisha
CC: Gonda, Gillian; Jones, Mel
Date: 10/24/2006 4:51 PM
Subject: Fwd: Re: Program Services Coordinator Posting
Attachments: Re: Program Services Coordinator Posting; Program Services Coordinator Job Sept 2006.doc

Hi NaKeisha:

Please place the attached job in Current ASAP. The deadline is Friday, October 27th.

Please check with Mel & Gillian on other places to post this job.

Thanks
-Veronica



Job Posted



Nakiesha Payton, your "Program Service Coord." position has been submitted to TVJobs.

You can...

- Post another [job](#)
- Look through available [resumes](#).
- Return to your [Admin Area](#).
- Return to Main Page of [TVJobs](#).

Note! If you do not have a subscription account for the "Job Bank" at TVJobs.com, but you want to confirm your job is on-line, login as a "guest" at the Registered Users' [login area](#).

Program Service Coord. TVJ#34073899.

Pay particular attention to the Control Number, as this number is unique to the job you posted.

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[Home](#) | [Station Index](#) | [Salary Database](#) | [Job Bank](#) | [E-Resumes](#) | [Digital Talent](#) | [E-Mail](#)

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SQL

HP Officejet 7410
Personal Printer/Fax/Copier/Scanner

Log for
GPB HR DEPARTMENT

Oct 26 2006 2:55PM

Last Transaction

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Identification</u>	<u>Duration</u>	<u>Pages</u>	<u>Result</u>
Oct 26	2:54PM	Fax Sent	83012707241	0:39	1	OK



Classified advertising reservation form

Reserve your space by fax. Send this sheet to 301-270-7241.

Or mail to Advertising, *Current*, 6930 Carroll Ave., Suite 350, Takoma Park, MD 20912

To: Advertising/Production Director, *Current* Newspaper

Please reserve space for a: ☐ boxed classified (\$62 per column inch). No. of col. in.: _____

☐ regular classified (\$1.10 per word). No. of words: _____

classified ad in the [date] Next issue issue of *Current*.

Date today: 10/26/06

My name: Nakiesha M. Payton

Phone no. 404-685-2634

E-mail: npayton@gpb.org

Title: HR Generalist

Fax: 404-685-2463

Purchase order no., if any: _____

If total is less than \$100, pre-payment by credit card or check is required. If pre-paying with credit card, enter credit card information below. If pre-paying by check (not recommended), *Current* must receive check on or before space reservation deadline (usually the Monday before each issue).

I understand that *Current* will bill me at the per-inch or per-word rate specified above.

☒ I will pay by credit card. Please charge \$ 325.00 to the card

☒ Visa ☐ MasterCard ☐ American Express

Card no. 4715 2900 6 338 4372 Expires 05/08

Card is in name of: Nakiesha M. Payton

Billing address for card: 2600 14th Street NW
Atlanta, GA 30318

☒ Please send receipt ☐ by mail or ☒ by fax

☐ I am prepaying by check (see boxed note above).

☐ Please bill us. The total charge is \$100 or more. Send invoice to this person and address:

I agree to place the specified ad in issue of *Current* Newspaper on the date given. If the advertiser cancels the ad after deadline or fails to provide materials by deadline, I understand that I will be charged the full ad rate.

Signed

Nakiesha M. Payton
Nakiesha M. Payton

(MY NAME)

(SIGNATURE)

CPB JOBLINE

Review Job Listing

Please review your entry. CPB is not responsible for the accuracy of the information in the job announcements or for any aspect of the hiring process for non-CPB job announcements.

[Edit Job Listing](#)[Submit Job Listing](#)

If approved, your listing will be posted within 24 hours.

[Search results](#) | [Search again](#)

Program Services Coordinator
C-33-06

Georgia Public Broadcasting

Job Announcement

Program Services Coordinator

Candidate Qualifications:

- ☐ College degree in Broadcasting, Communications or a related field and 3-4 years of experience in television scheduling, traffic, library maintenance or a related field.
- ☐ Strong computer skills with proficiency in

Position Summary

Job Category

Production/Programmm

Job Status

Full time

Date Posted

November 1, 2006

Deadline

November 13, 2006

Location

Atlanta, Georgia

Web Site

<http://www.gpb.org>

[Subscribe to Jobline Lis](#)

Other Search Options

[New positions](#), posted wi
two weeks

[All positions](#), sorted by s

[Radio positions](#), sorted b
state

[Television positions](#), sort
state

[CPB positions](#)

MS Word, Excel and ProTrack (or its equivalent) for scheduling and report creation.

☐ Demonstrated understanding of broadcast traffic operations and tape library functions in a public television environment.

☐ Excellent attention to detail, strong organization skills, and an ability to work in a team environment as well as being self-directed and motivated.

Job Responsibilities Include:

☐ Creates, maintains and implements daily record schedules for all GPB broadcast and distribution needs.

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☐ Maintains ProTrack database to ensure accurate lengths, cassette and/or server attachments are current.

☐ Reviews information available from PBS and other program sources to ensure accurate recordings.

☐ Maintains tape library for GPB broadcast and local programming designated for broadcast.

broadcasting and affiliate
submit job listings pertai
to public broadcasting on

Have an account? [Log-in](#)

[Create an account](#)

☐ Acts as primary liaison with internal staff and other PTV stations for program and dubbing needs.

☐ Assists with daily broadcast log preparation and fills in when necessary for other traffic functions.

☐ Performs other duties as assigned.

We Offer:

☐ Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, visual, life and accidental insurance; Health and child care spending accounts; Disability insurance; and Opportunities for training and professional development.

To Apply:

☐ Send Resume, letter of interest, and three work related references by November 13, 2006.

Salary Is Commensurate With Experience.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office

260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: October 23, 2006

RECRUITMENT NUMBER: C-33-06

Send application materials to:

Email Resume to jobs@gpb.org

Email

npayton@gpb.org

Welcome

 Search ☐ Advanced Search ☐ Options[Home](#) » [Forums](#) » [Systemwide Information](#) » [Job Board](#) » C-33-06 Program Svc. Coord.[Show New Messages](#)

Tree View

Topic

New Topic Prev Topic

Author

Message

Nakiesha Payton

Subject: C-33-06 Program Svc. Coord.

Total Messages 6

Job Announcement

Program Services Coordinator

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260 14th Street, NW, Atlanta, Georgia 30318



Georgia Public Broadcasting is an Equal Opportunity Employer.





**DATED POSTED: October 23, 2006
NUMBER: C-33-06**


RECRUITMENT





Posted: 01 Nov 2006 06:28 PM

 email  profile

 delete  edit  quote  reply

 Stop Watching This Topic

Mark this topic read

 New Topic  Prev Topic

Select a Conference within this Forum:



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Job Builder: Job Details

Step 5. Preview/Submit Job

Job Summary

Company Job ID: not provided

Job Title: Program Services Coordinator C-33-06

Company: Georgia Public Broadcasting

Location: Atlanta, GA 30318

AJB Reference Number: not provided

Job Start/End Date: not provided

Job Type: Regular

Job Classification: Full Time

Hours/Week: 40 hrs/week

Salary Range: not provided

Education: Bachelors Degree

Required Degree/Formal Training: not provided

Required Licenses/Certificates: not provided

Experience: Mid Career(2-15 years)

Company Homepage: <http://www.gpb.org>

Contact Information

Contact: Nakiesha M. Payton

By E-mail: jobs@gpb.org

Job Description

Job Announcement
Program Services Coordinator

Candidate Qualifications:

- ☐ College degree in Broadcasting, Communications or a related field and 3-4 years of experience in television scheduling, traffic, library maintenance or a related field.
- ☐ Strong computer skills with proficiency in MS Word, Excel and ProTrack (or its equivalent) for scheduling and report creation.
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260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: October 23, 2006 RECRUITMENT NUMBER: C-33-06

Job Benefits

401-K/Retirement Plan
Dental Insurance
Flexible Benefits
Flexible Work Schedule
Health Insurance

Holidays
Life Insurance
Sick Leave
Vacation
Vision Insurance

BACK

SUBMIT JOB

PRINTER FRIENDLY VERSION

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Job Builder: Job Posting

[ACCOUNT INFO](#)[RESUME MANAGER](#)[RESUME SEARCH](#)[RESUME SCOUTS](#)[JOB MANAGER](#)[JOB BUILDER](#)

Thank you for your job posting with Georgia's Job Bank.
Your AJB Reference Number is: 35439670

[PRINTER FRIENDLY VERSION](#)

An administrator from Georgia's Job Bank will review your job order. It should be approved and available for searching in approximately one business day. Please make note of the AJB Reference Number listed above so you may easily locate your job order after it has been approved.

Your job order will remain active for 45 days.

[DUPLICATE JOB](#)[SEARCH FOR RESUMES](#)

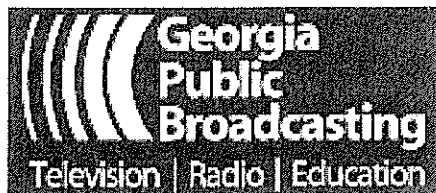
Find resumes that
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Resume Scout

[CREATE A NEW JOB](#)

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Job Announcement

Education Project Manager

Candidate Qualifications:

- Bachelor's degree in related field required (Master's degree preferred).
- Must hold or be eligible to hold a Georgia educator certificate in Early Childhood Education (P-5).
- Minimum three (3) years teaching experience. (P-5 level as a classroom teacher preferred.)
- Experience in developing science/mathematics curriculum materials preferred.
- Experience with training/ teaching adults is required.
- Experience in instructional design and integrating technology into curriculum.
- Demonstrated ability in applied technology within education setting.
- In-depth understanding of state and national trends and issues that impact early learners and their families.
- Intermediate level use of Microsoft Office (Word, Excel, PowerPoint).
- Exceptional interpersonal, organizational and team members skills.
- Travel is required.

Job Responsibilities Include:

- Evaluating elementary learning program/service needs
- Recommending elementary learning program priorities
- Identifying programs to acquire or produce to meet priorities
- Managing the production of original programming
- Recommending optimal scheduling parameters for elementary learning programming
- Developing and making presentations at conferences, schools or other workshops
- Participating in appropriate professional organizations

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts
- Disability insurance
- Opportunities for training and professional development.

To Apply:

- Send Resume, Letter of Interest, three letters of reference (one from current or immediate past supervisor and two from current colleagues). Provide a portfolio including An originally developed lesson plan (P-5 instruction or educator professional development) and a technology integration sample (CD, video, or website). **OPEN UNTIL FILLED.**

Salary is negotiable based on qualifications and experience.

To Apply

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

RECRUITMENT TIME TABLE

JOB #

C-34-dp

JOB NAME:

Ed. Proj. Mgr.

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

10-27-06

Job Line

GPB Web Site

10-27-06

RCSA

11-2-06

The Chronicle of Higher Ed

11-2-06

Current

11-2-06

Close Date

OUP

Offer Request

Hire Date

From: Veronica Pemberton-Daniels
To: All GPB
Date: 10/27/2006 4:43 PM
Subject: Job Announcements
Attachments: Radio Operations Manager C-35-06.DOC; Elem Ed. Project Manager JOB C-34-06.DOC

Please distribute the attached job announcements to interested applicants where appropriate.

The first posting is **C-34-06: "Education Project Manager"**. This position is open to all interested applicants and employees. **Close Date:** Open Until Filled.

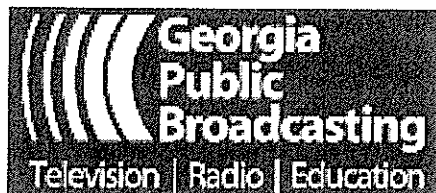
The second posting is **C-35-06: "Radio Operations Manager"**. This position is **INTERNAL**, open to all current full and part-time employees and current contract and vendor employees with Georgia Public Broadcasting. The **Close Date:** November 1, 2006.

Thank You.

From: Veronica Pemberton-Daniels
To: Team, Web
CC: Jones, Mel; Payton, NaKeisha; Weaver, Patrice
Date: 12/12/2006 8:50 AM
Subject: Job Posting Update C-34-06

PLEASE REMOVE the Education Project Manager Job (C-34-06) from the Website. It has been filled.

Thank You!



Job Announcement

Radio Operations Manager

INTERNAL RECRUITMENT (ONLY)

*This position is open to all current full and part-time employees and current contract and vendor employees with Georgia Public Broadcasting.

Candidate Should Have:

- Bachelor's degree in Broadcasting, Media Arts, Communications or a related field.
- At least two years of experience in managing broadcast schedules, aligning broadcasting systems to record satellite signal feeds, and preparing original recorded programming for re-broadcasting and/or duplicating for use in additional systems.
- Proficiency and experience with audio equipment and systems is a plus.
- Familiarity with the general FCC guidelines for broadcasting radio and television signal(s)
- Strong computer aptitude and be proficient with Access or other database software, and have a willingness to learn new technologies.
- Experience as a radio board operator and continuity announcer.

Preference will be given to employee or applicant engaged in work related to managing broadcasting traffic systems and or work in the network control center.

Hired Candidate Will:

- Monitor and record digital radio programming;
- Make primary and backup recordings of programs;
- Update and maintain audio promo inventory
- Schedule automated and live integrated programming
- In conjunction with the network traffic department, generate daily broadcast logs for scheduled programming
- Investigate and make corrections to automated programming systems.
- Coordinate with the network control center to make corrective adjustments to radio broadcast systems.
- Assist with radio fund drives and may perform work as a radio board operator.
- Serve as Radio division administrator for digital audio delivery system (ENCO), and SOSS.
- Perform other duties assigned.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts
- Disability insurance
- Opportunities for training and professional development.

To Apply:

- SEND RESUME AND LETTER OF INTEREST BY November 1, 2006.

Salary Is Negotiable Based On Qualifications And Experience.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: October 27, 2006

RECRUITMENT NUMBER: C-35-06

RECRUITMENT TIME TABLE

JOB #

C-35-06

JOB NAME:

Radio Op. Mgr.

INTERNAL

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

10-27-06

Job Line

GPB Web Site

10-27-04

PRINDI

PBS Connect

Close Date 11-1-06

Offer Request

Hire Date

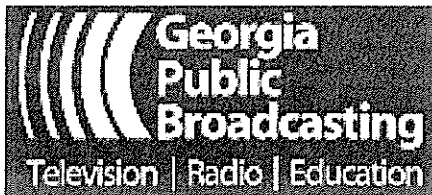
From: Veronica Pemberton-Daniels
To: All GPB
Date: 10/27/2006 4:43 PM
Subject: Job Announcements
Attachments: Radio Operations Manager C-35-06.DOC; Elem Ed. Project Manager JOB C-34-06.DOC

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Thank You.



Job Announcement

Network Control Operator

Candidate Qualifications:

- Minimum of an associate's degree or equivalent work experience or vocational/technical training.
- One to three years of experience in a broadcast master control operation environment or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Demonstrated experience with automation systems, video file servers, video tape machines, switcher and related equipment.
- Experience with satellite and translator/transmitter technology.
- One year experience in television broadcasting, electronics, videotaping for television productions;
- Must have excellent computer skills and working knowledge of Windows Operating Systems.
- Ability to be organized, detail oriented, and capable of handling multiple tasks and setting priorities.
- Ability to work nights, late nights, weekends and holidays.
- General Class FCC licenses and/or SBE certification(s) is desirable.

Job Responsibilities Include:

- Responsible for operation and monitoring of Georgia Public Broadcasting program transmission to statewide network locations and other public facilities served by Georgia Public Broadcasting.
- Completes daily recording of programs from PBS and other satellite sources as requested.
- Ensures microwave and fiber feeds are conducted accurately and timely based on the schedule in ScheduAll and authorizes receivers for clients as needed.
- Documents transmission outages and deviations from the printed broadcast log and record schedule in the discrepancy database. Communicates discrepancies to other departments as needed.
- Completes dub requests accurately and promptly utilizing various tape formats.
- Participates in short and long-term training/educational opportunities as required.
- Assist Engineering and IT divisions with ongoing preventative maintenance and scheduled upgrades by preparing Network Control appropriately.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, visual, life and accidental insurance; Health and child care spending accounts; Disability insurance; and Opportunities for training and professional development.

To Apply:

- Send Resume, letter of interest, and three work related references by November 17, 2006.

Salary Is Commensurate With Experience.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: November 1, 2006

RECRUITMENT NUMBER: C-36-06

RECRUITMENT TIME TABLE

JOB #

C-36-06

JOB NAME:

Network Control Op.

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

Job Line

GPB Web Site

TV Technology

11-2-04

Current

11-2-04

PBS Connect

11-2-04

Close Date 11-17-04

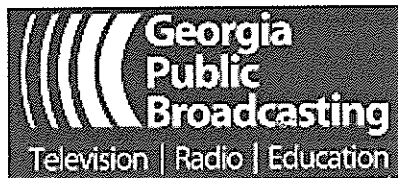
Offer Request

Hire Date

From: Veronica Pemberton-Daniels
To: All GPB
Date: 11/1/2006 5:07 PM
Subject: Job Announcement
Attachments: Network Control Operator C-36-06.doc

Please distribute the attached job announcement to interested applicants and employees.

The Closing Date is November 17, 2006.



Job Announcement

Network Control Operator

Candidate Qualifications:

- Minimum of an associate's degree or equivalent work experience or vocational/technical training.
- One to three years of experience in a broadcast master control operation environment or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Demonstrated experience with automation systems, video file servers, video tape machines, switcher and related equipment.
- Experience with satellite and translator/transmitter technology.
- One year experience in television broadcasting, electronics, videotaping for television productions;
- Must have excellent computer skills and working knowledge of Windows Operating Systems.
- Ability to be organized, detail oriented, and capable of handling multiple tasks and setting priorities.
- Ability to work nights, late nights, weekends and holidays.
- General Class FCC licenses and/or SBE certification(s) is desirable.

Job Responsibilities Include:

- Responsible for operation and monitoring of Georgia Public Broadcasting program transmission to statewide network locations and other public facilities served by Georgia Public Broadcasting.
- Completes daily recording of programs from PBS and other satellite sources as requested.
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- Assist Engineering and IT divisions with ongoing preventative maintenance and scheduled upgrades by preparing Network Control appropriately.

We Offer:

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To Apply:

- Send Resume, letter of interest, and three work related references by November 17, 2006.

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DATED POSTED: November 1, 2006

RECRUITMENT NUMBER: C-36-06

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Tree View

Topic



New Topic



Prev Topic

Author

Message

Nakiesha Payton

Subject: Network Control Operator C-36-06

Total Messages 7

Job Announcement

Network Control Operator

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To Apply:

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Salary Is Commensurate With Experience.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office

260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: November 1, 2006
NUMBER: C-36-06


RECRUITMENT



Posted: 02 Nov 2006 09:06 AM

 email  profile

 delete  edit  quote  reply

 Stop Watching This
Topic

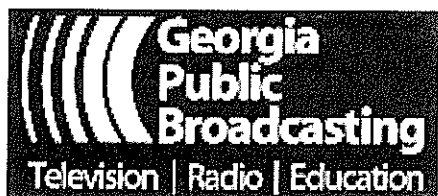
Mark this topic read

 New Topic  Prev Topic

Select a Conference within this Forum:



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Job Announcement

Family Literacy Coordinator

Candidate Qualifications:

- Bachelor's degree in related field required.
- Master's degree preferred.
- Minimum of three years in program management/administration.
- Proven record of accomplishments.
- Demonstrated ability to bring large scale initiatives to successful completion.
- Preference will be given to applicants who possess experience in staff development/professional learning for Family Literacy programs.
- Preference will be given to applicants who possess excellent oral and written communication and/or presentation skills.

Job Responsibilities Include:

- Evaluates Family Literacy Service needs in Georgia and recommends program priorities that will shape GPB's projects and initiatives.
- Identifies programs to acquire or produce that will meet priorities.
- Develops, coordinates, and implements comprehensive state-wide Family Literacy Program for GPB.
- Directs supervision of existing program and expansion of activities for Ready To Learn and Ready To Lead in Literacy.
- Directs supervision of training specialists.
- Participates in appropriate professional organizations.
- Develops and maintains community collaborations and partnerships.
- Writes reports and manages contract and grant projects.
- Assists with conferences, special events and develops, coordinates, and implements new program activities.
- Participates in development, implementation and maintenance of policies, objectives, as well as short and long range planning.
- Works closely with Family Literacy efforts of other state and local government agencies.

To Apply:

- Send Resume, letter of interest, three letters of reference including one from current or immediate past supervisor and two from current colleagues. Submit application materials by: Open Until Filled.

Salary Dependent Upon Experience

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: January 5, 2007

RECRUITMENT NUMBER: C-1-2007

RECRUITMENT TIME TABLE

JOB #

C-1-07

JOB NAME:

Family Literacy Coord.

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

1-5-67

Job Line

GPB Web Site

1-5-67

Pipeline

GA DOE Media Specialists

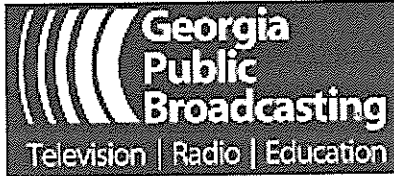
Bright from Start

Close Date

OVF

Offer Request

Hire Date



Job Announcement

Family Literacy Coordinator

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Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: January 5, 2007

RECRUITMENT NUMBER: C-1-2007

From: "Veronica Pemberton-Daniels" <vdaniels@gpb.org>
To: "NaKeisha Payton" <npayton@gpb.org>
Date: 1/5/2007 8:45 AM
Subject: C-1-07

Recruitment sources

GPB Web, please.
GPB Jobline
And Patrice is placing it in the following

We will be sending it to our
Pipeline listserve,
the Ga DOE Media Specialists listserve
and Bright From the Start.

If we have other locations I will send them to you.

Thanks, Veronica!

Patrice

Patrice Weaver
Education Services Manager
Georgia Public Broadcasting
260 14th Street, NW
Atlanta, Ga 30318-5360

Phone 404-685-2563
Fax 404-685-2556
Email: pweaver@gpb.org

From: Veronica Pemberton-Daniels
To: All GPB
Date: 1/5/2007 9:52 AM
Subject: Job Announcement UPDATE
Attachments: ETS Family Literacy Coordinator 07.DOC

Please distribute the attached updated job announcement to interested applicants and employees.

The position is Open Until Filled.

Thank You!

From: Veronica Pemberton-Daniels
To: All GPB
Date: 1/5/2007 8:43 AM
Subject: Job Announcement
Attachments: ETS Family Literacy Coordinator 07.DOC

Please distribute the attached job announcement to interested applicants and employees.

The position is Open Until Filled.

Thank You!

From: Patrice Weaver
To: Pemberton-Daniels, Veronica
Date: 1/4/2007 10:45 AM
Subject: Re: Family Literacy Coordinator C-1-07

Looks good, Veronica. I think if you post it to the GPB website we will send e-lets to our groups to get the word out.

Thanks so much!

Patrice

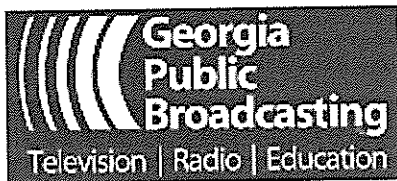
Patrice Weaver
Education Services Manager
Georgia Public Broadcasting
260 14th Street, NW
Atlanta, Ga 30318-5360

Phone 404-685-2563
Fax 404-685-2556
Email: pweaver@gpb.org

>>> Veronica Pemberton-Daniels 1/4/2007 9:56 AM >>>

Please review the re-formatting of the Family Literacy Coordinator posting. This will be sent out Friday morning.
Please let me know if this meets your approval. Also, where would you like to post this job.

Thanks so much!!!!



Job Announcement

Family Literacy Coordinator

Candidate Qualifications:

- Bachelor's degree in related field required.
- Master's degree preferred.
- Minimum of three years in program management/administration.
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To Apply:

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Salary Dependent Upon Experience

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: January 5, 2007

RECRUITMENT NUMBER: C-1-2007

From: Web Team
To: Pemberton-Daniels, Veronica
Date: 1/5/2007 4:15 PM
Subject: Fwd: Job Announcement UPDATE
Attachments: Job Announcement UPDATE

Hi Veronica,
The job has been posted.
Thanks,
Shelly-Ann
Web Team

From: Veronica Pemberton-Daniels
To: All GPB
Date: 1/5/2007 9:53 AM
Subject: Job Announcement UPDATE
Attachments: ETS Family Literacy Coordinator 07.DOC

Please distribute the attached updated job announcement to interested applicants and employees.

The position is Open Until Filled.

Thank You!



Job Announcement

Family Literacy Coordinator

Candidate Qualifications:

- Bachelor's degree in related field required.
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- Participates in development, implementation and maintenance of policies, objectives, as well as short and long range planning.
- Works closely with Family Literacy efforts of other state and local government agencies.

To Apply:

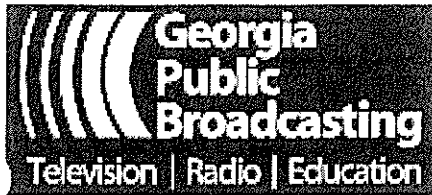
- Send Resume, letter of interest, three letters of reference including one from current or immediate past supervisor and two from current colleagues. Submit application materials by: Open Until Filled.

Salary Dependent Upon Experience

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: January 5, 2007

RECRUITMENT NUMBER: C-1-2007



Job Announcement

Volunteer Services Coordinator

Candidate Qualifications:

- Bachelor's degree in public relations, communications, social sciences, marketing, business administration, or related fields.
- Strong written and oral communication and organizational skills required.
- Knowledge of customer service principles and experience a must.
- Working knowledge of computer applications such as word processing, publishing packages and spreadsheets.
- **Maximum flexibility regarding work schedule required.**
- Multi-tasking proficiency a must.

Job Responsibilities Include:

- Under limited supervision, coordinates volunteer resources for Georgia Public Broadcasting.
- Plans, implements and evaluates volunteer services.
- Performs public relations and/or fund-raising activities.
- Conducts an assessment of the agency's needs to determine how volunteer resources can be used most effectively.
- Recruits, screens, trains and places volunteers.
- Supervises, evaluates and recognizes volunteers.
- Solicits donations from individuals and organizations in the community.
- Develops policies, objectives and budgets for the volunteer program.
- Maintains appropriate documentation and compiles requested reports.
- Performs public relations activities to increase community awareness of and participation in agency services.
- Must develop and maintain positive interpersonal relationships with staff, volunteers and community partners.
- Develops and maintains a volunteer recognition program.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans.
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

To Apply:

Send resume, letter of interest, and three references.
Submit application materials by: January 29, 2007

Salary Is Commensurate With Experience.

**THIS JOB REQUIRES FREQUENT WEEKEND AND EVENING WORK.
SOME TRAVEL IS REQUIRED.**

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: January 16, 2007

RECRUITMENT NUMBER: C-3-07